

TEMPORARY WORKER FRAMEWORK 2018 - 2019

for engaging workers at the University of Reading

Please include 12.07% in addition to the rate of pay in lieu of holiday entitlement for the worker.

Description of work undertaken	Rate of pay per hour	Who should complete this work?
OSCE Patient Actor This includes acting as a patient for students' Objective Structured Clinical Exams for clinical taught programmes.	£25.39	Postgraduate students or non-students
Specialist Professional This includes providing specialist professional advice and guidance on work activities. Substantial experience and a professional qualification are required for this role.	£21.92	Non-students
Management Cover This includes covering the management of a service and/or a team of people.	£16.33	Non-students
ASK Adviser This includes providing support to other students with straightforward queries about study.	£14.54	Postgraduate students
Senior AV Operator This includes operating specialist lighting, lighting desks, sound and camera equipment independently.	£14.54	Any students or non-students
Fieldwork (outside of Research Studentships) This includes undertaking complex/dextrous data or sample collection, and the analysis of findings either in the field, the lab or the classroom.	£14.54	Any students or non-students
Marking This includes marking in class tests and coursework to a pre-prepared marking scheme. The minimum number of scripts to be marked per hour should be agreed in advance. Queries are not answered by the worker, but instead are passed to the Lecturer to resolve.	£14.54	Postgraduate students
Student Demonstrating This may include supporting technicians and lecturers running the class (usually an Undergraduate class but may be Postgraduate). This includes preparing for and demonstrating experiments or field work activities to a limited class size (20).	£14.54	Postgraduate students
Writing Responsible for writing up and creating academic, scientific and technical papers in relation to course subject.	£14.54	Postgraduate students
Project Support This includes preparing materials for part of a T&L project; undertaking technical support; or writing literature review. <i>This is not for Postdoctoral Research Assistant work.</i>	£12.94	Any students or non-students
Website Development This includes editing any of the University's internal websites using Content Management Systems (CMS).	£12.94	Any students or non-students

<p>Excavation Supervision or Site Management Supervising those who are carrying out excavation work (see "Excavation" below) or managing the excavation site.</p>	£11.19	Any students or non-students
<p>Team Leader (Student Ambassador) Leading and overseeing students throughout an event, including ensuring their wellbeing and keeping a track of start and finish hours.</p>	£11.19	Students only
<p>Administrator Performing administrative duties, including dealing with customer queries and non-routine administrative work. Also included is facilitating focus groups by arranging the sessions and guiding the discussion.</p>	£10.29	Any students or non-students
<p>Chef De Partie Responsible for the management of food operations and menu planning.</p>	£10.29	Non-students only
<p>Film Editor As well as filming, includes editing and post-production to create the final film.</p>	£10.29	Any students or non-students
<p>Senior Peer Assisted Learners (PAL) Supervising the team of volunteer PAL mentors and any duties that comes with doing so.</p>	£10.29	Students only (previous experience necessary)
<p>Student Fundraising Supervision Supervising Student Fundraisers and assisting them in their duties.</p>	£10.29	Any students or non-students
<p>Technical Support Providing technical support to academic or non-academic colleagues. This can include supporting teaching, e.g. providing materials for a lecture.</p>	£10.29	Any students or non-students
<p>Excavation Assisting in the excavation of a site through the School of Archaeology.</p>	£9.23	Any students or non-students
<p>Invigilation (Complex Arrangements) Acting as a scribe, reader, prompter or OLM, whereby questions may need rephrasing. Duties may also include supervising and assisting students in the use of Dragon speech-text software.</p>	£9.23	Postgraduate students and non-students
<p>Administration Support Work (including Social Media) This includes undertaking scanning and filing of documents, preparing letters/emails from templates, updating of websites, and assisting with focus groups by note-taking.</p>	£8.88	Any students or non-students
<p>AV Operation Ensuring the functionality of equipment or assisting with AV for presentations, under supervision.</p>	£8.88	Students only
<p>Chef Preparing and presenting food at a high standard using recipe specifications.</p>	£8.88	Any students or non-students
<p>Data collection and Input This includes collecting simple data and recording it. <i>It does not include analysis of that data.</i></p>	£8.88	Any students or non-students
<p>Deputy Team Leader (Student Ambassador) Setting up and preparing for an event, assisting the team leader or a member of staff, and carrying out challenging duties on an Open day or event.</p>	£8.88	Students only

Gardening This includes undertaking gardening duties such as sweeping, weeding and tidying.	£8.88	Any students or non-students
Invigilation (Special Venues) This involves supervising students who are sitting exams away from the main venue in a specific room or location. Students may be carrying out different exams at the same time, and may require extra time or extra breaks.	£8.88	Postgraduate students and non-students
IT Service Desk & AV Assistant This includes working as part of the IT team providing IT/AV support to customers, responding to incident reports and service requests via the phone, email or face-to-face.	£8.88	Students only
Online Mentor Providing learning support, guidance and encouragement to global communities of online learners during live course runs.	£8.88	Any students or non-students
Photography/Filming Filming or photographing either for the University's central Marketing, Communication and Engagement team or in any local school or department.	£8.88	Any students or non-students
Postal Assistant This includes work such as manning the postal services desk, delivering or sorting post.	£8.88	Students only
Student Community Assistant Sitting on local resident groups, supporting students in the community, carrying out community surveys, signposting students to support agencies.	£8.88	Students only
Student Fundraiser This includes contacting alumni and others to raise funds as part of an annual campaign by telephone and/or other media.	£8.88	Students only
Transcriber / Translator This includes transcription and translation duties. The role may include transcribing data for processing purposes.	£8.88	Any students or non-students
Calling Campaign Ambassador Call prospective students to promote the courses and university experience.	£8.38	Students only
Cook This includes basic food preparation.	£8.38	Any students or non-students
Driver Driving catering supplies or food around campus or campuses.	£8.38	Any students or non-students
Farmworker General farm duties on the University's farm.	£8.38	Any students or non-students
Focus Group Participant Contributing to a focus group or discussion panel by providing feedback.	£8.38	Students only
Porter Being responsible for a building: porters lock and unlock the building, handle deliveries, move furniture and report faults. <i>This is not kitchen portering.</i>	£8.38	Any student

<p>Proofreading Responsible for reading and reviewing digital and hard copy content to identify mistakes, typing errors, link problems, outdated information and formatting errors.</p>	£8.38	Any students or non-students
<p>Relief Gallery Assistant Relief Assistants are responsible for supervision of exhibitions over the weekend, with particular regard to the safety and comfort of visitors.</p>	£8.38	Any students or non-students
<p>Residential Assistant This includes supporting staff taking a group of students away for a residential fieldwork trip with responsibility for supporting students undertaking data collection and field analysis, and basic pastoral support.</p>	£8.38	Postgraduate students
<p>Student Ambassador / Open Day Helper This includes showing prospective students and their families around campus and giving small introductory talks. It also includes outreach work, such as Reading Scholars Mentoring.</p>	£8.38	Students only
<p>Invigilation This includes working independently undertaking invigilation of students sitting formal University level exams or resits.</p>	£8.38	Postgraduate students and non-students
<p>Bar Team Leader Supervising Bar Assistants in one of the University Bars.</p>	£8.22	Students only
<p>Cleaning General cleaning work of any of the buildings on Campus.</p>	£8.22	Any students or non-students
<p>Library Helper This includes collecting books, sorting them and delivering them to library shelvers to shelve.</p>	£8.22	Students only
<p>ICMA Helper This includes work in the café, cleaning and limited portering duties within the ICMA centre.</p>	£8.22	Students only
<p>Bar Work Serve drinks, clear glasses and take food orders.</p> <p>Catering & Kitchen Assistance or Kitchen Portering To assist in the processes, before, during and after food service. This may include basic preparation.</p>	<p>National Minimum Wage</p> <p>Rates dependent on worker's age and subject to change every April. For current rates, please see: https://www.gov.uk/national-minimum-wage-rates</p>	Any students or non-students
<p>Other work This includes laboratory clearance, magazine delivery, and leaflet distribution.</p>	<p>National Minimum Wage</p> <p>Rates dependent on worker's age and subject to change every April. For current rates, please see: https://www.gov.uk/national-minimum-wage-rates</p>	Any students or non-students